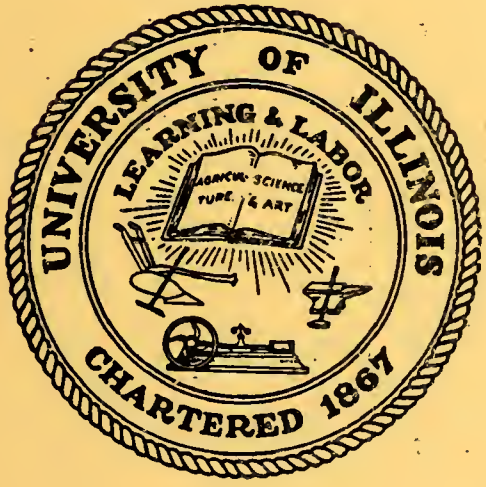
C.IL6
UAS1
1997:June

UNIVERSITY OF ILLINOIS

STATUTES

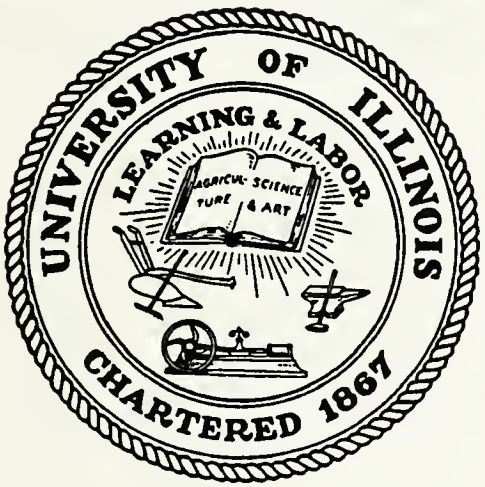


June
~~FEBRUARY~~ 1997

http://www.uillinois.edu/UIstatutes.html

UNIVERSITY OF ILLINOIS

STATUTES



FEBRUARY 1997

Digitized by the Internet Archive
in 2011 with funding from
University of Illinois Urbana-Champaign

http://www.archive.org/details/universityofilli1997juniv

University of Illinois

NONDISCRIMINATION STATEMENT

REVISED: FEBRUARY 11, 1993

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

It is the policy of the University of Illinois not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.

UNIVERSITY OF ILLINOIS STATUTES

The regulations of the Board of Trustees for the guidance of the staff of the University were called Bylaws until 1901, when the term Statutes was applied. In 1908, the board adopted a revision of the ***Statutes*** which was much more comprehensive than anything that preceded it; from 1908 to 1931, separate articles were amended, and new articles were added, but no general consideration was given to the regulations as a whole. During the period of 1931 to 1934, the board adopted certain statutes relating particularly to the educational and administrative organization of the University. In 1935, the Board of Trustees appointed a committee of its members to consider the ***Statutes***, including various administrative regulations which had been adopted from time to time, as a whole, and to present a revised code. This compilation was approved by the Board of Trustees on March 10, 1936, as the ***University of Illinois Statutes***, and all previous editions were declared to be superseded.

On January 16, 1957, the Board of Trustees adopted a revised version of the ***Statutes***, upon recommendation of the University senate and the president of the University. Preliminary to this formal action, a special committee of the Board of Trustees worked with a committee of the University senate in preparing the final draft.

Preliminary drafts of the present ***Statutes*** were prepared cooperatively by committees of the three senates and administrative officers. The final draft was adopted on May 17, 1972, by the Board of Trustees upon recommendation of the senates, the University Senates Conference, and the president of the University.

These University ***Statutes*** were adopted to take effect May 17, 1972, and superseded all previous versions and editions of all corresponding ***Statutes***. This edition contains <u>all</u> amendments approved since May 17, 1972.

It should be noted, as stated in the Preamble, that these University ***Statutes*** are supplemented by ***The General Rules Concerning University Organization and Procedure.***

Table of Contents

PREAMBLE 1

ARTICLE I. UNIVERSITY ADMINISTRATION 2
Section 1. Functions of the Board of Trustees 2
Section 2. The President of the University 2
Section 3. The General Officers of the University 2
Section 4. Other University Administrative Officers 3
Section 5. Campus Chancellors 3
Section 6. The General Rules Concerning University Organization and Procedure 3

ARTICLE II. LEGISLATIVE ORGANIZATION 4
Section 1. Campus Senates 4
Section 2. University Senates Conference 5
Section 3. Faculty Role in Governance 6
Section 4. Faculty Advisory Committee 7
Section 5. Professional Advisory Committee 8

ARTICLE III. CAMPUSES, COLLEGES, AND SIMILAR CAMPUS UNITS 9
Section 1. The Campus 9
Section 2. The College 9
Section 3. The Dean 10
Section 4. The School and Similar Campus Units 11
Section 5. The Dean or Director of a School or Similar Campus Unit 13

ARTICLE IV. DEPARTMENTS 14
Section 1. The Department 14
Section 2. Department Organized with a Chair 14
Section 3. Department Organized with a Head 15
Section 4. Change of Departmental Organization 17

ARTICLE V. GRADUATE COLLEGES 17
Section 1. The Campus Graduate College 17
Section 2. Campus Research Board 18
Section 3. Special Units of the Graduate College 18

ARTICLE VI. THE CAMPUS LIBRARY 19

ARTICLE VII. SPECIALIZED UNITS 20
Section 1. General Considerations 20
Section 2. University Press 20
Section 3. Councils on Teacher Education 21
Section 4. Agricultural Experiment Station 21
Section 5. Extension Service in Agriculture and Home Economics 22

ARTICLE VIII. CHANGES IN ACADEMIC ORGANIZATION 22
Section 1. Formation of New Units 22
Section 2. Changes in Existing Units 23
Section 3. Academic Units Not Requiring Board of Trustees Approval 23

ARTICLE IX. ACADEMIC AND ADMINISTRATIVE STAFFS 24
Section 1. Criteria for Employment and Promotion 24
Section 2. Employment of Relatives 24
Section 3. Appointments, Ranks, and Promotions of the Academic and Administrative Staff 24
Section 4. Principles Governing Employment of Academic and Administrative Staffs 25
Section 5. Services Rendered The University 26
Section 6. Leaves of Absence for Members of the Faculty 27
Section 7. Graduate Work of Academic Staff Members 29
Section 8. Privileges of Retired Members of the Academic Staff 29
Section 9. Dismissal of Administrative Officers 29
Section 10. Nonreappointment of Academic Professional Staff 30

ARTICLE X. ACADEMIC FREEDOM AND TENURE 31
Section 1. Tenure of Academic Staff 31
Section 2. Academic Freedom 37

ARTICLE XI. STUDENT AFFAIRS AND DISCIPLINE 38
Section 1. Student Affairs 38
Section 2. Student Discipline 39

ARTICLE XII. RESEARCH AND PUBLICATION 39
Section 1. Sponsored Research, Gifts, and Grants 39
Section 2. Patents on Inventions 40
Section 3. Scientific and Scholarly Publications and Creative Work 40
Section 4. Rules about Research, Patents, and Publications 40

ARTICLE XIII. GENERAL PROVISIONS 41
Section 1. Exchange Professors 41
Section 2. Privileges for Scholars from Other Universities 41
Section 3. Annual Reports 41
Section 4. Reports and Communications 42
Section 5. Rules of Procedure 42
Section 6. Recommendations of Committees and Councils 42
Section 7. Reservation of Powers 43
Section 8. Amendments 43

PREAMBLE

The University of Illinois, being a State university, is subject to the control of the Illinois General Assembly. The General Assembly, subject to the limitations of the State Constitution and to such self-imposed restraints as are essential to the maintenance of a free and distinguished University, exercises control by virtue of its authority to change the laws pertaining to the University and its power to appropriate funds for the maintenance and improvement of the University. Under existing State law the University of Illinois is a public corporation, the formal corporate name of which is "The Board of Trustees of the University of Illinois."

Within the limits fixed by the Illinois Constitution and laws, the Board of Trustees exercises final authority over the University. For the proper use of funds appropriated by the General Assembly and for the proper administration and government of the University, the board is responsible to the people of Illinois, by whom its members are elected. The board is the governing body of the University and exercises jurisdiction in all matters except those for which it has delegated authority to the president, other officers, or bodies of the University.

The educational policy, organization, and governance of the University as delegated by the Board of Trustees are promulgated in the University ***Statutes***. When acting on such matters, the board relies upon the advice of the University senates transmitted to it by the president of the University. In these matters each senate has a legitimate concern which justifies its participation in the enactment and amendment of the University ***Statutes***. The Board of Trustees reserves the power to initiate and make changes in the University ***Statutes***, but before making any change, it will seek the advice of the University senates.

The General Rules Concerning University Organization and Procedure supplement the University ***Statutes***. ***The General Rules*** are subordinate to the ***Statutes*** and deal with administrative organization, with the powers, duties, and responsibilities of officers of the University, and with various administrative matters.

The Board of Trustees delegates to the president of the University the authority to promulgate regulations and rules implementing ***The General Rules Concerning University Organization and Procedure***. These are printed in the Manual for Business and Finance.

ARTICLE I. UNIVERSITY ADMINISTRATION

Section 1. Functions of the Board of Trustees

The Board of Trustees formulates University policies but leaves the execution of those policies to its administrative agents, acting under its general supervision. It is the responsibility of the board to secure the needed revenues for the University and to determine the ways in which the University funds shall be applied.

Section 2. The President of the University

The president is the chief officer of the University and a member of the faculty of each college, school, institute, division, and academic unit therein. The president shall be elected by the Board of Trustees, and the president's term of office shall be at the pleasure of the board. The president shall attend the meetings of the board and participate in its deliberations; may act with freedom within the lines of general policy approved by the board; shall prepare the annual budgets for presentation to the board; and shall recommend to the board suitable persons for positions in the University, including appointments to appropriate administrative positions, other than academic, which are not provided for in the University ***Statutes***. In case of exigencies, it is within the proper jurisdiction of the president to make appointments so that the work of the University shall not be interrupted, but such appointments shall be subject to confirmation by the board. The president is responsible for the enforcement of the rules and regulations of the University; shall make such recommendations to the board and to the senates as the president may deem desirable for the proper conduct and development of the University; and shall issue diplomas conferring degrees, but only on the recommendation of the appropriate senate and by authority of the Board of Trustees. The president may designate the administrative officer(s) who shall exercise the functions of the president during the absence of the president from duty, which designation(s) shall be subject to change by the Board of Trustees.

Section 3. The General Officers of the University

The general officers of the University are identified in *The General Rules Concerning University Organization and Procedure*. Prior to recommending to the Board of Trustees the initial appointment of any general officer, except for the president and the chancellors, the president shall seek the advice of the University Senates Conference. On the occasion of the reappointment of any general officer, the University Senates Conference may submit its advice if it so elects.

Section 4. Other University Administrative Officers

There may be additional administrative officers with University-wide responsibilities and duties as delegated by the president of the University. The president may make changes in titles and assignment of responsibilities of officers and may recommend to the Board of Trustees additional administrative positions as provided for in Section 2 of this Article.

Section 5. Campus Chancellors

There shall be a chancellor at each campus of the University. The chancellor, under the direction of the president, shall serve as the chief executive officer for the campus. The chancellor shall perform such duties as may be delegated and assigned by the president and as may be consistent with the ***Statutes*** of the University, ***The General Rules Concerning University Organization and Procedure***, and actions of the Board of Trustees.

The chancellor shall be appointed annually by the Board of Trustees on the recommendation of the president. On the occasion of the appointment of a new chancellor, the president shall have the advice of a committee selected by the senate of the campus concerned. On the occasion of a reappointment, the senate may submit its advice if it so elects.

Section 6. The General Rules Concerning University Organization and Procedure

The General Rules Concerning University Organization and Procedure supplement the University ***Statutes***. ***The General Rules*** are subordinate to the ***Statutes*** and deal with administrative organization, with the powers, duties, and responsibilities of officers of the University, and with University employment policies, property, and other matters. ***The General Rules*** are adopted by the Board of Trustees acting on the advice of the president of the University. The board reserves the right to make changes in ***The General Rules*** after consultation with the president. Before providing such advice or consultation, the president shall consult with the University Senates Conference, with due regard for the provisions of Article XII, Section 4. However, consultation with the conference is not required when, because of exceptional circumstances, a proposed action of the Board of Trustees would authorize a deviation from ***The General Rules*** for a specific transaction.

ARTICLE II. LEGISLATIVE ORGANIZATION

Section 1. Campus Senates

a. A senate shall be constituted at each campus of the University. The basic structure of a senate, including its composition, shall be provided for in its constitution. The constitution and any amendments thereto shall take effect upon adoption by the senate concerned and approval thereof by the Board of Trustees.

b. Each senate may exercise legislative functions in matters of educational policy affecting the University as a whole or its own campus only. No such senate action shall take effect until it has been submitted to the University Senates Conference as provided in Article II, Section 2, and either approved by the Board of Trustees itself or approved in a manner agreed to by the board.

c. Except as otherwise provided in these ***Statutes***, each senate shall determine for its campus matters of educational policy including but not limited to: requirements for admission to the several colleges, schools and other teaching divisions; general requirements for degrees and certificates; relations between colleges, schools and other teaching divisions; the academic calendar; and educational policy on student affairs. Neither the powers conferred on the senates by this paragraph (c) nor the powers conferred by Article II, Section 1b, shall extend to matters over which the college is given jurisdiction by Article III, Section 2c.

d. Each senate shall recommend candidates for honorary degrees and shall determine for its campus the manner in which the faculty shall recommend candidates for earned degrees, diplomas, and certificates, to be conferred by the president under the authority of the Board of Trustees.

e. No new line of work involving questions of general educational policy shall be established on any campus except upon approval of the senate concerned and except as elsewhere provided in these ***Statutes***.

f. Each senate may propose amendments to these ***Statutes*** through the University Senates Conference to the president and the Board of Trustees as provided in Article XIII, Section 8.

g. Each senate shall adopt bylaws which shall govern, except as otherwise provided in these ***Statutes***, its procedures and practices, including such matters as committee structure and duties, calling of meetings and establishment of agenda, and selection of officers. The bylaws of each senate shall provide for committees or other bodies to exercise those statutory duties specified in other sections of these ***Statutes***, e.g., academic freedom and tenure, student discipline, and student affairs. The bylaws, and any changes thereto, shall be reported to the Board of Trustees through the chancellor and the president.

INSERT: ARTICLE II, SECTION 2

Section 2. University Senates Conference

a. *Organization.* (1) The University Senates Conference shall be made up of twenty members. The basic representation shall be two members from each senate. Additional members shall be apportioned to each senate, at least one from each senate, in numbers proportional to the number of faculty members on each campus. The apportionment shall be recalculated every five years. Each senate shall elect its own representatives from its membership.

(2) Senators whose senatorial terms expire before their conference terms expire shall complete their conference terms. Any faculty senator or faculty senator-elect shall be eligible for election to the conference, except that no member shall serve more than two full terms consecutively. The term of office shall be three years, beginning on the September 1 following election. Approximately one-third of the conference members from each senate shall be elected annually.

(3) A quorum for conference meetings shall consist of a simple majority of the total membership of the conference. If a quorum cannot be obtained otherwise, the conference members from a senate may designate as many as two alternates from the faculty members of their own senate to serve at a specific meeting.

(4) The conference officers shall be a chair and a secretary, who shall be elected for one year terms by and from the conference and shall not be from the same senate. The chair shall not be from the same senate in two consecutive years.

(5) The executive committee of the conference shall consist of two members from each senate: the conference chair, the conference secretary, and four additional members elected annually by and from the conference. The conference may authorize the executive committee to act on behalf of the conference between scheduled meetings.

b. *Functions.* The University Senates Conference shall review all matters acted upon by each senate. The conference shall determine whether senate actions requiring implementation or further consideration by officials or other groups within the University have been referred to the appropriate officials or groups. The conference itself may make any original or additional referral it deems advisable, and may append its comments and recommendations. Should the conference find a matter acted upon by one of the senates to be of concern to one or more of the other senates, it shall refer the matter and the action to the other senate(s). If two or more senates have acted differently on a subject, the conference shall attempt to promote agreement or consistency. Where agreement or consistency cannot be effected within a reasonable period of time, the conference shall transmit the related actions of the senates, together with its own recommendations, to the appropriate officials or groups within the University, and shall simultaneously notify the secretary of each senate of its action. Any senate may record and transmit its further comments to the same addressees and to the conference.

The University Senates Conference shall assist the senates to communicate with one another, with University and campus administrative officials, and with the Board of Trustees (through the president), and may develop and implement procedures to enhance such communication.

c. The conference may act and may authorize its executive committee to act as an advisory group to the Board of Trustees (through the president), the president, other administrative officials, and the several senates on matters of university-wide concern. It shall be a special concern of the conference executive committee to aid in maintaining harmonious relations among such officers and the units of the University.

Section 3. Faculty Role in Governance

a. **1.** The faculty of the University and any of its units except for the Graduate College consists of those members of the academic staff with the rank or title in that unit of professor, associate professor, assistant professor, or instructor who are tenured or receiving probationary credit toward tenure, and those administrators in the direct line of responsibility for academic affairs (persons who hold the title director or dean in an academic unit, vice chancellor for academic affairs, chancellor and president). Administrative staff not in the direct line of responsibility for academic affairs are members of the faculty only if they also hold faculty appointments. The bylaws of any academic unit may further mandate a minimum percent faculty appointment in that unit for specified faculty privileges, such as voting privileges.

2. The bylaws of a unit may grant specified faculty privileges to selected faculty of other units. The bylaws may also grant specified faculty privileges to members of the academic staff of the unit or of other units who are not included in subsection 1 above (i.e., neither tenured nor receiving probationary credit toward tenure), and who have the rank or title of professor, associate professor, assistant professor, instructor, or lecturer. The bylaws may also grant specified faculty privileges to members of the academic staff of the unit or of other units who have the rank or title of professor, associate professor, assistant professor, instructor, or lecturer modified by the terms "research," "adjunct," "clinical," "visiting" and/or "emeritus" (e.g., "research professor," "adjunct assistant professor," "clinical associate professor," "visiting professor"). Only academic staff with titles listed above may be extended faculty privileges. Voting on these provisions of the bylaws is limited to those named in subsection 1 above.

b. As the responsible body in the teaching, research, and scholarly activities of the University, the faculty has inherent interests and rights in academic policy and governance. Each college or other academic unit shall be governed in its internal administration by its faculty, as defined in subsection a above. Governance of each academic unit shall be based on unit bylaws established and amended by the faculty of that unit. The bylaws shall provide for the administrative organization and procedure of the unit, including the composition and tenure of executive or advisory committees. Except that they may not conflict with these ***Statutes***, or other specific actions of the Board of Trustees, or with the bylaws of a unit which encompasses it, the details of the bylaws are left to the faculty of the unit.

Section 4. Faculty Advisory Committee

Faculty advice and recommendations on University governance are traditionally provided to the administration through standing and ad hoc committees and representation in the senate. In addition, at each campus the faculty shall elect a Faculty Advisory Committee of nine members from the faculty, three of whom shall be elected each year for three-year terms commencing on the first day of the academic year after their election.

Any member of the Faculty Advisory Committee electorate shall be eligible for membership on the committee except those who hold an administrative appointment. Any eligible person may be nominated as a committee member by a petition signed by three members of the electorate and filed with the clerk or secretary of the senate. The deadline for filing shall be set by each campus senate. The clerk or secretary of the senate shall conduct the election by University mail as soon as possible thereafter. The three eligible nominees receiving the highest number of votes shall be declared elected. If vacancies arise between regular elections, the eligible nominee with the next highest number of votes at the most recent election shall be declared a member of the committee.

No more than two members of the committee may hold paid appointments in the same college or in the same unit organized independently of a college.

The committee shall elect its own chair at its first meeting of each academic year. The committee shall adopt its rules of procedure, copies whereof shall be sent to all members of the academic staff (as defined in Article IX, Section 4a, and Article IX, Section 3c) and to the chancellor and the president. The committee shall make such reports to the chancellor, the president, the senate, and the faculty as it deems appropriate at least once a year.

The committees shall provide for the orderly voicing of suggestions for the good of the University, afford added recourse for the consideration of grievances, and furnish a channel for direct and concerted communication between the academic staff (as defined in Article IX, Section 4a, and Article IX, Section 3c) and the administrative officers of the University, its colleges, schools, institutes, divisions, and other administrative units on matters of interest or concern to the academic staff (as defined in Article IX, Section 4a, and Article IX, Section 3c) or any member of it.

In performing its functions, the committee, upon the request of the chancellor, the president, or any member of the academic staff (as defined in Article IX, Section 4a, and Article IX, Section 3c), or upon its own initiative, shall make such investigations and hold such consultations as it may deem to be in the best interest of the University. A member of the academic staff (as defined in Article IX, Section 4a, and Article IX, Section 3c) or a retired member shall be entitled to a conference with the committee or with any member of it on any matter properly within the purview of the committee.

Section 5. Professional Advisory Committee

At each campus, the academic professional staff whose appointments as academic professionals require at least 50 percent (50%) of full-time service shall elect a Professional Advisory Committee. The academic professional staff consists of those staff members on academic appointment whose positions have been designated by the president and the chancellor as meeting specialized administrative, professional, or technical needs in accordance with Article IX, Sections 3a, 3c, and 4a.

Any member of the Professional Advisory Committee electorate shall be eligible for membership on the committee. Central administration staff shall be members of the electorate of the campus at which their principal office is located. Each chancellor (or the president in the case of central administration staff), after consultation with the Professional Advisory Committee, may identify senior administrative officers to be excluded from the electorate.

Committee bylaws and articles of procedure covering such matters as nomination and election of members and officers, size of the committee, and terms of office shall be developed at each campus and, after approval by the chancellor, made available to the members of the electorate.

The committee shall provide for the orderly voicing of suggestions for the good of the University, afford added recourse for the consideration of grievances, and furnish a channel for direct and concerted communication between the academic professional staff and the administrative officers of the University, its colleges, schools, institutes, divisions, and other administrative units on matters of interest or concern to the academic professional staff or any member of it. The committee shall report to the chancellor, the president, and the academic professional staff at least once a year.

In performing its functions, the committee, upon the request of the chancellor, the president, or any member of the academic professional staff, or upon its own initiative, shall make such investigations and hold such consultations as it may deem to be in the best interest of the University. Any member or retired member of the academic professional staff shall be entitled to a conference with the committee or with any member of it on any matter properly within the purview of the committee.

ARTICLE III. CAMPUSES, COLLEGES, AND SIMILAR CAMPUS UNITS

Section 1. The Campus

a. The campus is the largest educational and administrative group. It is composed of colleges, schools, institutes, and other educational units in conjunction with administrative and service organizations.

b. The legislative body for the campus shall be the campus senate, as provided in Article II, Section 1.

c. The transfer of any line of work, or any part thereof, from one campus to another shall be made on the recommendation of the senates and chancellors of the campuses involved, the University Senates Conference and the president, upon approval by the Board of Trustees.

d. The chancellor, under the direction of the president, shall be the chief executive officer of the campus, as provided in Article I, Section 4.

e. There shall be a vice chancellor for academic affairs or equivalent officer at each campus who shall be the chief academic officer, under the chancellor, for the campus and will serve as chief executive officer in the absence of the chancellor.

f. There may be additional vice chancellors with campus-wide responsibilities and other administrative officers with responsibilities and duties as delegated by the chancellor.

g. Vice chancellors shall be appointed annually by the Board of Trustees on the recommendation of the chancellor and the president. The chancellor shall on the occasion of each appointment seek the advice of the executive committee of the campus senate. The executive committee may seek the counsel of other campus bodies in preparing its advice.

Section 2. The College

a. The college is an educational and administrative group comprised of departments and other units with common educational interests.

b. The faculty of a college shall be specified in Article II, Section 3a of these ***Statutes***. As specified in Article II, Section 3b, the college shall be governed in its internal administration by its faculty under bylaws established by the faculty.

c. Subject to the jurisdiction of the senates as provided in Article II, Section 1, the college shall have jurisdiction in all educational matters falling within the scope of its programs, including the determination of its curricula, except that proposals which involve budgetary changes shall become effective only when the chancellor has approved them. The college has the fullest measure of autonomy consistent with the maintenance of general University educational policy and correct academic and administrative relations with other divisions of the University. In questions of doubt concerning the proper limits of this autonomy between the college and the senate, the college shall be entitled to appeal to the chancellor for a ruling.

d. The transfer of any line of work, or any part thereof, to or from a college, from or to some other educational or administrative group within a campus, shall be made on the recommendation of the appropriate senate and chancellor and on approval of the president.

e. The faculty shall elect its secretary and committees.

f. An executive committee of two or more members elected annually by and from the faculty of the college by secret written ballot shall be the primary advisory committee to the dean of the college. It shall advise the dean on the formulation and execution of college policies and, unless otherwise provided by the faculty of the college, on appointments, reappointments, nonreappointments, and promotions and shall transact such business as may be delegated to it by the faculty. The faculty may determine the size of its executive committee and may choose to elect its members for two- or three-year staggered terms. Not more than one-half of the membership of the executive committee shall be from one department or comparable teaching unit of the college. The dean is ex officio a member and chair of the committee. While the executive committee is in session to prepare its advice on appointment of the dean or to review the dean's performance, the dean shall not be a member, and the committee shall be chaired by a committee member elected by the committee for that purpose.

Section 3. The Dean

a. The dean is the chief executive officer of the college, responsible to the chancellor for its administration, and is the agent of the college faculty for the execution of college educational policy.

b. The dean shall be appointed annually by the Board of Trustees, on recommendation by the chancellor and the president. On the occasion of each recommendation, the chancellor shall obtain the advice of the executive committee of the college concerned. The performance of the dean shall be evaluated at least once every five years in a manner to be determined by the college faculty.

c. On recommendation of the dean and the chancellor, the president may appoint annually associate or assistant deans as required.

d. The dean shall *(1)* call meetings of the college faculty to consider questions of college and departmental governance and educational policy at such times as the dean or the executive committee may deem necessary, but not less frequently than once in each academic year, and preside at such meetings; *(2)* formulate and present policies to the faculty for its consideration, but this shall not be interpreted to abridge the right of any member of the faculty to present any matter to the faculty; *(3)* make reports on the work of the college; *(4)* oversee the registration and progress of the students in the college; *(5)* be responsible for the educational use of the buildings and rooms assigned to the college, and for the general equipment of the college as distinct from that of the separate departments; *(6)* serve as the medium of communication for all official business of the college with other campus authorities, the students, and the public; *(7)* represent the college in conferences, except that additional representatives may be designated by the dean for specific conferences; *(8)* prepare the budget of the college in consultation with the executive committee of the college; and *(9)* recommend the appointment, reappointment, nonreappointment, and promotion of the officers and members of the teaching staff. Regarding appointments, reappointments, nonreappointments, and promotions, the dean shall consult with the department's chair and executive committee, or with the department's head, who shall provide the dean with the advice of the department's advisory committee or other appropriate committee as specified in the department bylaws. Recommendations to positions on the teaching staff shall ordinarily originate with the department, or, in the case of a group not organized as a department, with the person(s) in charge of the work concerned, and shall be presented to the dean for transmission with the dean's recommendation to the chancellor. In case a recommendation from a college is not approved by the chancellor, the dean may present the recommendation to the president, and, if not approved by the president, the dean, with the consent of the Board of Trustees, may present the recommendation in person before the Board of Trustees in session.

Section 4. The School and Similar Campus Units

a. In addition to colleges and departments, there may be other units of a campus, such as the school, institute, center, hospital, and laboratory, of an intermediate character designed to meet particular needs.

b. Such a unit organized independently of a college shall be governed in the same manner as a college.

c. The school organized within a college is an educational and administrative unit composed primarily of academic subunits. The subunits are related and have common interests and objectives but emphasize academically distinct disciplines or functions. The faculty of each subunit shall have the power to determine such matters as do not so affect relations with other subunits of the school, or with units outside the school, that those relations properly come under the supervision of larger administrative units.

d. Governance of schools and similar campus units within a college:

(1) The internal structure, administration, and governance of a school within a college shall be determined by its faculty under bylaws established by the faculty. Bylaws of the school shall be consistent with those of the college.

(2) The school has the fullest measure of autonomy consistent with the maintenance of general college and University educational policy and with appropriate academic and administrative relations with other divisions of the University. In questions of doubt concerning the proper limits of this autonomy, the school may appeal directly to the dean and the executive committee of the college and shall be entitled to appeal subsequently to the chancellor.

(3) An executive committee selected according to the bylaws of the school shall be the primary advisory body to the director of the school. The director is ex officio a member and chair of the committee. The executive committee shall advise the director on the formulation and execution of school policies and, unless otherwise provided by the faculty of the school, on appointments, reappointments, nonreappointments, and promotions. It shall advise the director on the preparation of the budget. The committee shall provide for the orderly voicing of suggestions for the good of the school, recommend procedures and committees that will encourage faculty participation in formulating policy, and perform such other tasks as may be assigned to it by the faculty of the school. Any faculty member shall be entitled to a conference with the executive committee or with any member of it on any matter properly within the purview of the committee. If the committee is in session to prepare its advice on appointment of the director or to review the director's performance, the director shall not be a member, and the committee shall be chaired by a committee member elected by the committee for that purpose.

(4) Departments within a school shall be governed as specified in Article IV. Other subunits shall be governed by regulations set forth in the school bylaws.

(5) Executive officers of departments or subunits of a school shall be evaluated in a manner to be determined by the faculty of the school and college.

(6) An intermediate unit within a college, such as an institute, center, hospital, or laboratory in which academic staff appointments are made in accordance with Article X, Section 1, shall be governed as a department as specified in Article IV. Other intermediate units within a college shall be governed as stated in the bylaws of the college.

Section 5. The Dean or Director of a School or Similar Campus Unit

a. In a school or similar campus unit independent of a college, the chief executive officer shall be a dean or director, appointed annually by the Board of Trustees, on the recommendation of the chancellor and the president. On the occasion of each recommendation, the chancellor shall seek the advice of the executive committee of the faculty concerned. Within the school or similar campus unit, the duties of a director or a dean shall be the same as those of the dean of a college. The performance of the dean or director shall be evaluated at least once every five years in a manner to be determined by the faculty of the unit.

b. In a school or similar campus unit included within a college, the chief executive officer shall be a director appointed annually by the Board of Trustees on the recommendation of the dean of the college, the chancellor, and the president. On the occasion of each recommendation, the dean shall seek the advice of the faculty concerned. The director shall *(1)* call meetings of the school faculty to consider questions of school and subunit governance and educational policy at such times as the director or the executive committee may deem necessary, but not less frequently than once in each academic year, and preside at such meetings; *(2)* formulate and present policies to the faculty for its consideration, but this shall not be interpreted to abridge the right of any member of the faculty to present any matter to the faculty; *(3)* make reports on the work of the school; *(4)* have general supervision of the work of students in the school; *(5)* be responsible for the educational use of the buildings and rooms assigned to the school, and for the general equipment of the school as distinct from that of the separate subunits; *(6)* serve as the medium of communication for all official business of the school with the college, the students, and the public; *(7)* represent the school in conferences, except that additional representatives may be designated by the director for specific conferences; *(8)* prepare the budget of the school in consultation with the executive committee of the school; and *(9)* recommend the appointment, reappointment, nonreappointment, and promotion of members of the academic staff. Regarding recommendations of appointments, reappointments, nonreappointments, and promotions of the members of the faculty, the director shall consult with the department's or subunit's executive officer, who shall provide the director with the advice of the appropriate committee(s). Such recommendations shall ordinarily originate with the subunit, or, in the case of a group not organized as a subunit, with the person(s) in charge of the work concerned, and shall be presented to the director for transmission with the director's recommendation to the dean of the college. The performance of the director shall be evaluated at least once every five years in a manner to be determined by the faculty of the school and college.

ARTICLE IV. DEPARTMENTS

Section 1. The Department

a. The department is the primary unit of education and administration within the University. It is established for the purpose of carrying on programs of instruction, research, and public service in a particular field of knowledge. The staff of a department includes persons of all ranks who upon the recommendation of its head or chair are appointed or assigned to it. The faculty of a department shall be as specified in Article II, Section 3a of these ***Statutes***. All appointments which carry academic rank, title, or tenure indicative in any way of departmental association shall be made only after concurrence of the department(s) concerned.

b. The department has the fullest measure of autonomy consistent with the maintenance of general college and University educational policy and correct academic and administrative relations with other divisions of the University. Should a dispute arise between the department and another unit of the campus concerning the proper limits of this autonomy, the department may appeal for a ruling directly to the dean and the executive committee of the college and, when the chancellor considers it proper, to the chancellor, who shall make a decision after appropriate consultation.

c. A department may be organized either with a chair or with a head.

Section 2. Department Organized with a Chair

a. The chair shall be appointed annually by the Board of Trustees on recommendation of the chancellor and the president after consultation with the dean of the college and with the executive committee of the department concerned. The performance of the chair shall be evaluated at least once every five years. As one component of this evaluation, views shall be solicited from the entire department faculty.

b. In each department organized with a chair, the executive committee shall recommend individuals for academic appointment in the department. With the consent of the executive committee, or as specified in the department bylaws, persons who are not members of the department faculty may be invited by the chair to attend meetings of the department faculty, but such persons shall have no vote.

c. The faculty of the department shall have power to determine such matters as do not so affect relations with other departments or colleges that they properly come under the supervision of larger administrative units.

d. In each department organized with a chair, there shall be an executive committee elected annually by and from the faculty of the department by secret written ballot. At least one-half of the members of the departmental executive committee shall be elected from those faculty members who have at least a 50-percent salaried appointment in the University. The faculty may choose to elect members of the executive committee for staggered two- or three-year terms. The chair of the department is ex officio a member and chair of the executive committee. The chair and the executive committee are responsible for the preparation of the budget and for such matters as may be delegated to them by the faculty of the department. In a department which has a faculty of not more than five members, the executive committee shall consist of the entire faculty. In all other cases, the size of the executive committee shall be determined by the faculty of the department.

e. In each department organized with a chair, that officer shall be responsible for the formulation and execution of departmental policies and the execution of University and college policies insofar as they affect the department. The chair shall have power to act independently in such matters as are delegated to the chair by the executive committee. The chair shall *(1)* report on the teaching and research of the department; *(2)* have general oversight of the work of students in the department; *(3)* collaborate with the executive committee in the preparation of the budget and be responsible for the expenditure of departmental funds for the purposes approved by the executive committee; and *(4)* call and preside at meetings of the executive committee and at meetings of the department faculty, of which there shall be not fewer than one in each academic year for consideration of questions of departmental governance and educational policy. The chair, together with the executive committee, is responsible for the organization of the work of the department and for the quality and efficient progress of that work.

f. In the administration of the office, the chair shall recognize the individual responsibility of other members of the department for the discharge of the duties committed to them by their appointments and shall allow proper scope to the ability and initiative of all members of the department.

Section 3. Department Organized with a Head

a. The head of a department shall be appointed without specified term by the Board of Trustees on recommendation by the chancellor and the president after consultation with the dean of the college and all members of the department faculty. The head may be relieved of title and duties as head of the department by the chancellor on the recommendation of the dean of the college. The performance of the head shall be evaluated at least once every five years. As one component of this evaluation, views shall be solicited from the entire department faculty.

b. In each department organized with a head, the head, in consultation with the advisory committee, shall recommend individuals for academic appointment in the department. In consultation with the advisory committee or as specified in the department bylaws, the head

may invite other persons who are not members of the department faculty to attend meetings of the department faculty, but such persons shall have no vote.

c. The head of the department shall have the power to determine such matters as do not affect other departments or properly come under the supervision of larger administrative units.

d. In each department organized with a head, the head shall have general direction of the work of the department. The head shall *(1)* consult with the departmental advisory committee in regard to departmental policy; *(2)* consult with each member of the department regarding the nature and scope of the work in the charge of that member; *(3)* call meetings of the departmental faculty for explanation and discussion of departmental policies, educational procedure, and research, of which there shall be at least one in each academic year for consideration of departmental governance and educational policy; *(4)* be responsible for the organization of the work of the department, for the quality and efficient progress of that work, for the formulation and execution of departmental policies, and for the execution of University and college policies insofar as they affect the department; *(5)* report on the teaching and research of the department; *(6)* have general supervision of the work of students in the department; *(7)* prepare the departmental budget in consultation with the departmental advisory committee; and *(8)* be responsible for the distribution and expenditure of departmental funds and for the care of departmental property.

e. In the administration of the office, the head shall recognize the individual responsibility of other members of the department for the discharge of the duties committed to them by their appointments and shall allow proper scope to the ability and initiative of all members of the department.

f. In each department organized with a head, there shall be an advisory committee elected annually by and from the faculty of the department by secret written ballot. The department faculty may choose to elect members of the advisory committee for staggered two- or three-year terms. In a department which has a faculty of not more than five members, the advisory committee shall consist of the entire faculty. In all other cases, the size of the advisory committee shall be determined by the faculty of the department. The functions of the committee shall be to provide for the orderly voicing of suggestions for the good of the department, to recommend procedures and committees that will encourage faculty participation in formulating policy, and to perform such other tasks as may be assigned to it. Any faculty member shall be entitled to a conference with the committee or with any member of it on any matter properly within the purview of the committee. If the advisory committee is in session to evaluate the head's performance, the head shall not be a member, and the committee shall be chaired by a committee member elected by the committee for that purpose.

Section 4. Change of Departmental Organization

On the written request of at least one-fourth of the faculty of the department of the rank of assistant professor and above, and in no case fewer than two faculty members, that the form of the organization of the department be changed, the dean shall call a meeting to poll the departmental faculty by secret written ballot. The names of those making the request shall be kept confidential by the dean. The dean shall transmit the results of the vote to the departmental faculty and to the chancellor together with the dean's recommendation. If a change of organization is voted, the chancellor shall thereupon transmit this recommendation to the president for recommendation to the Board of Trustees. Faculty of the department may communicate with the Board of Trustees in accordance with Article XIII, Section 4 of these ***Statutes***.

ARTICLE V. GRADUATE COLLEGES

Section 1. The Campus Graduate College

a. At each campus, a Graduate College shall have jurisdiction over all programs leading to graduate degrees as determined by senate action and approved by the Board of Trustees. It is the responsibility of the Graduate College to develop and safeguard standards of graduate work and to promote and assist in the advancement of research in all fields.

b. Except as otherwise provided in this section, the Graduate College shall be governed by the same regulations as govern other colleges.

c. The faculty of the Graduate College consists of the president, the chancellor, the vice chancellor for academic affairs or equivalent officer, the dean, and all those who on the recommendation of the departments or of other teaching or research divisions have been approved by the executive committee and the dean of the Graduate College to assume appropriate academic responsibilities in programs leading to graduate degrees. Other administrative staff are members of the faculty of the Graduate College only if they also hold faculty appointments and have been recommended and approved as provided above.

d. An executive committee shall be the primary advisory committee to the dean of the Graduate College. It shall advise the dean on the formulation and execution of policies and on other activities of the Graduate College. The executive committee consists of fifteen members: *(1)* eight elected members, four of whom shall be elected annually for two-year terms by the faculty of the Graduate College; *(2)* six members, three of whom shall be appointed each year for

two-year terms by the chancellor on the recommendation of the dean of the Graduate College in consultation with the members elected that year; and *(3)* the dean of the Graduate College, who is ex officio a member and chairs the committee. Members elected or appointed shall hold office for two-year terms except that, for initial appointments or elections hereunder, one-half of the members of each group shall be designated to serve for one year and one-half for two years. When meeting to give advice on the appointment of the dean, the senior faculty member (in terms of service at the University) on the executive committee shall be chair, and the dean shall not be a member of the committee.

e. The principal administrative head of the Graduate College is the dean, who shall be appointed in the same manner as are the deans of other colleges.

f. On the recommendation of the dean of the Graduate College and the chancellor, the president may appoint annually associate or assistant deans of the Graduate College as required.

g. The recommendation of the dean of the Graduate College shall be secured for the appointment to or promotion on the staff of any campus unit of a person who may be expected to assume or who has academic responsibilities in programs leading to graduate degrees.

Section 2. Campus Research Board

a. The Campus Research Board consists of eight to twelve members appointed by the chancellor after consultation with the dean and with the executive committee of the Graduate College, and the dean of the Graduate College who shall chair the board unless the chancellor, in consultation with the dean, shall name another member of the board so to serve. The board may establish appropriate committees, the members of which need not be members of the board.

b. The functions of the board include: *(1)* making assignments of research funds of the Graduate College to individual and group research projects; *(2)* reviewing applications from faculty members to outside agencies for financial aid in support of research projects; *(3)* advising the chancellor on potentially patentable inventions by faculty members; *(4)* advising the chancellor and the dean of the Graduate College on any matters they desire to submit to the board.

Section 3. Special Units of the Graduate College

a. On the recommendation of the Campus Research Board, and of the executive committee and the dean of the Graduate College, with approval by the president and the chancellor, the Board of Trustees may create special units of the Graduate College for the purpose of carrying on or promoting research in areas which are broader than the responsibility of any one department. Any such unit may be abolished by similar action.

b. On the recommendation of the unit concerned, the dean of the Graduate College, the chancellor, and the president. Appointments of persons who already have academic rank and title indicative of departmental association shall be made only after consultation with the department concerned. Appointments which carry academic rank and title indicative of departmental association of persons who do not already have departmental association shall be made only after concurrence of the department Persons shall be appointed to the staff of such special units by the Board of Trustees concerned.

ARTICLE VI. THE CAMPUS LIBRARY

a. The campus library is an academic unit serving the entire campus. Its collection includes all books, pamphlets, serials, maps, music scores, photographs, prints, manuscripts, micro-reproductions, and other materials purchased or acquired in any manner and preserved and used by it to support instruction and research. Such materials may include sound, electronic and magnetic recordings, motion picture films, slides, film strips, other appropriate audiovisual aids, and computer files.

b. The campus library shall be in the charge of the University librarian who, as the chief executive officer of the library, is responsible to the chancellor for its administration and service.

c. As specified in Article II, Section 3, the library shall be governed internally under bylaws established by its faculty. Except as otherwise stated in this Article, the library shall be governed by the same provisions as govern a college.

d. With the approval of the chancellor, the University librarian may establish branches on the campus when efficiency in reference work, circulation, cataloging, ordering, and other matters of library service and administration, and the general welfare of the campus, college, school, department, or other unit will thereby be promoted. Appointments to the academic staff of branch libraries established under this subsection and the advancement of such staff will be recommended to the chancellor with the advice of the executive officer(s) of the unit(s) served by such libraries.

e. The University librarian shall be appointed annually by the Board of Trustees on the recommendation of the chancellor with the concurrence of the president of the University. On the occasion of each such appointment, the chancellor shall seek the advice of the library committee of the campus senate and of the library executive committee. The performance of the University librarian shall be evaluated at least once every five years in a manner to be determined by the faculty of the campus library and the library committee of the campus senate. As part of the evaluation, views shall be solicited from the library committee of the campus senate, from other concerned faculty, and from the entire faculty of the campus library.

f. The library committee(s) of the campus senate shall advise the University librarian regarding the allocation of book funds and other policies of the campus library.

ARTICLE VII. SPECIALIZED UNITS

Section 1. General Considerations

In addition to the campus units described in the previous Articles, there are special purpose educational and administrative units whose responsibilities and roles extend substantially beyond one campus. The organization and mission of such units, including clearly defined lines of responsibility to University or campus officers, shall be specified in these ***Statutes***, in ***The General Rules Concerning University Organization and Procedure***, or in such other documents as shall be deemed appropriate by the president. These specialized units may include but need not be limited to organizations designated as bureaus, councils, departments, divisions, institutes, and services. The staffs of these units shall have campus membership and status upon recommendation of the appropriate chancellor or chancellors, subject to the ***Statutes*** and ***The General Rules*** governing the campus operations.

Section 2. University Press

a. The University Press is responsible for developing and conducting the University's program of publishing books, monographs, and journals.

b. The director of the University Press shall be appointed annually by the Board of Trustees on the recommendation of the president. The director shall be the principal administrative officer of the press and shall be responsible to the president.

c. There shall be a University Press Board composed of the director of the press, the deans of the Graduate Colleges or their representatives, and six appointed faculty members. Appointments to the board shall be made by the president after consultation with the director of the University Press and the vice president for academic affairs. The University Press Board shall advise the director of the press regarding policies and administration.

Section 3. Councils on Teacher Education

a. At each campus engaged in teacher education, there shall be a Council on Teacher Education composed of the deans and directors of the respective colleges, schools, and similar units at that campus which offer curricula in the preparation of teachers for the elementary and secondary schools. The chair of the council shall be named by the campus chancellor.

b. The duties of the council are to formulate policies and programs of student selection, retention, guidance and preparation, and placement in elementary and secondary schools in conformity with educational policies established by the campus senate.

c. The councils are authorized to appoint on their respective campuses area-of-specialization committees in each of the major teaching fields, committees on teacher placement, and such other committees as may be needed. These committees shall be composed of representatives from the respective Colleges of Education and from major subject-matter fields represented in any given curriculum on each campus.

The area-of-specialization committees shall be responsible for the improvement of their respective teacher-education curricula, counseling procedures in their areas, and other activities related thereto. Each committee shall recommend action to the Council on Teacher Education on its campus.

d. Students shall not be eligible for University approval of their status as prospective teachers unless they have elected a curriculum approved by the campus Council on Teacher Education.

e. All curricula in teacher education shall be approved by the area-of-specialization committee, by the departments, by the respective colleges offering the curricula, by the appropriate Council on Teacher Education, and by the respective senates.

Section 4. Agricultural Experiment Station

The Agricultural Experiment Station shall be administered by a director, who shall be appointed annually by the Board of Trustees on the recommendation of the president.

The Agricultural Experiment Station of the University of Illinois was established in 1888, under the provisions of acts of Congress, "to aid in acquiring and diffusing among the people of the United States useful and practical information in subjects connected with agriculture, and to promote scientific investigation and experiment respecting the principles and applications of agricultural science."

Section 5. Extension Service in Agriculture and Home Economics

a. The Extension Service in Agriculture and Home Economics shall be administered by a director appointed annually by the Board of Trustees on the recommendation of the president, concurred in by the Secretary of Agriculture.

b. Under the provisions of the Smith-Lever Act, approved by the President of the United States on May 8, 1914, and of subsequent acts of Congress, and under the provisions of a concurring joint resolution of the Illinois General Assembly, the University is designated the agency in Illinois responsible for cooperative agricultural and home economics extension work.

This work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics to persons not attending the University and of imparting to such persons information on these subjects through field demonstrations, publications, and otherwise. This work shall be carried on in such a manner as may be mutually agreed upon by the Secretary of Agriculture and the University.

ARTICLE VIII. CHANGES IN ACADEMIC ORGANIZATION

Section 1. Formation of New Units

a. *Departments.* The formation of a new department or similar academic unit within a school or college may be proposed by the faculty or executive officer of that school or college. The president shall submit the proposal for the new unit, together with the advice of the faculty of the school or college of each higher unit, of the appropriate senate and chancellor, and of the University Senates Conference, to the Board of Trustees for action.

b. *Intermediate Units.* An academic unit of intermediate character, such as a school organized within a college, may be proposed by the faculty or the executive officer of the higher unit. The president shall submit the proposal for the intermediate unit, together with the advice of the higher unit, of the appropriate senate and chancellor, and of the University Senates Conference, to the Board of Trustees for action.

c. *Colleges and Independently Organized Campus Units.* A college or other independently organized campus unit, such as a school, institute, center, or similar campus unit not within a school or college, may be proposed by the appropriate senate or chancellor. The president shall submit the proposal for the unit, together with the advice of the senate and chancellor and the University Senates Conference, to the Board of Trustees for action.

d. *Units Organized at the Central Administration.* Units organized at the central administration, such as institutes, councils, and divisions may be formed for the development and operation of teaching, research, extension, and service programs which are statewide or intercampus in their scope and which cannot be developed under a campus administration. Such an organization may be proposed by a senate, a chancellor, the University Senates Conference, or the president. The president shall submit the proposal for the new organization, together with the advice of the senates and chancellors and the University Senates Conference, to the Board of Trustees for action.

e. *Campuses.* The formation of a new campus may be proposed by the president, by either of the senates, or by the University Senates Conference. The president shall submit the proposal for the new campus, together with the advice of both of the senates and chancellors and the University Senates Conference, to the Board of Trustees for action. If the proposal is adopted, the University Senates Conference shall serve as an advisory body to the president in developing procedures to implement the action of the board.

Section 2. Changes in Existing Units

From time to time, circumstances will favor changes in academic organization such as the termination, separation, transfer, merger, change in status (e.g., department to school), or renaming of the academic units specified in Section 1. The procedures for the various changes shall be the same as those specified for formation of such a unit, except that the proposal may originate in the unit(s) or at any higher administrative level. The advice of each unit involved shall be requested. For transfer, merger, separation, and change in status, the procedures shall be those applicable to the type of unit which would result. Units affected may communicate with the Board of Trustees in accordance with Article XIII, Section 4, of these ***Statutes***.

Section 3. Academic Units Not Requiring Board of Trustees Approval

Any proposal for creation or change in organization (such as termination, separation, transfer, merger, or change in status) of any unit engaged in academic activities, and the creation of which does not require Board of Trustees approval, shall be referred to the executive committee of the campus senate for its information and advice prior to approval by the appropriate administrator. If the unit is not organized within one campus of the University, the proposal shall be referred to the University Senates Conference rather than to a senate executive committee. Academic staff appointments in such units may not be made to ranks subject to the provisions of Article X, Section 1, governing appointments for an indefinite term as defined in Article IX, Section 3(c).

ARTICLE IX. ACADEMIC AND ADMINISTRATIVE STAFFS

Section 1. Criteria for Employment and Promotion

The basic criteria for employment and promotion of all University staff, whether or not subject to the act creating the University Civil Service System of Illinois, shall be appropriate qualifications for and performance of the specified duties. The principles of equal employment opportunity are a part of the general policy of the University. Unless otherwise provided by law, employees are to be selected and treated during employment without regard to political affiliation, relationship by blood or marriage, age, sex, race, creed, national origin, handicap, or status as a disabled veteran or veteran of the Vietnam era.

Section 2. Employment of Relatives

No individual shall initiate or participate in institutional decisions involving a direct benefit (initial employment, retention, promotion, salary, leave of absence, etc.) to a member of the individual's immediate family. "Immediate family" includes an individual's spouse, ancestors and descendants, all descendants of the individual's grandparents, and the spouse of any of the foregoing. Each chancellor shall develop, for the approval of the president, campus procedures to insure against such conflict of interest.

Section 3. Appointments, Ranks, and Promotions of the Academic and Administrative Staff

a. All appointments, reappointments, and promotions of the academic staff, as defined in Article IX, Section 4a, shall be made by the Board of Trustees, on the recommendation of the chancellor concerned and the president. All appointments, reappointments, and promotions of the administrative staff shall be made by the Board of Trustees, on the recommendation of the chancellor concerned if a campus-level officer is involved, and the president.

b. Appointments shall be made solely on the basis of the special fitness of the individual for the work demanded in the position.

c. The following ranks, and only these ranks, of the academic staff as defined in Article IX, Section 4a, are subject to the provisions of Article X, Section 1: professor, associate professor, and assistant professor. Modifying terms such as "research," "adjunct," "clinical," and "visiting" may be used in conjunction with these academic ranks (e.g., "research

professor," "adjunct assistant professor," "clinical associate professor," "visiting professor"); but no appointment for an indefinite term may be made in which a modifying term is used in the academic rank. Furthermore, an appointment in which a modifier is used in the title will not count toward completion of the probationary period, as provided in Article X, Section 1, unless specially recommended by the executive officer of the unit and approved by the dean and by the chancellor or an officer authorized to act for the chancellor.

Other academic ranks recognized within the academic staff are: *(1)* lecturer; *(2)* instructor, *(3)* teaching associate, research associate, and clinical associate; *(4)* teaching assistant, research assistant, and clinical assistant.

Appropriate academic rank, with the rights and privileges pertaining thereto, may be accorded members of the administrative staff. This means that in addition to being members of the administrative staff, selected administrative officers may also hold appointments with academic titles chosen from the ranks listed in the two preceding paragraphs.

Special classes of positions within the academic staff may be established to meet specialized professional or technical needs, in accordance with Article IX, Section 4a.

d. Recommendation to positions on the academic staff shall ordinarily originate with the department, or, in groups not organized as departments, with the officers in charge of the work concerned, and shall be presented to the dean of the college for transmission with the dean's recommendation to the chancellor. Whenever the appointment or promotion of members of the academic staff is involved, the dean, before making a recommendation, shall consult the chair or the head of the department after confirming that intra departmental consultation procedures have been satisfied, or, if the college has no departments, the dean shall consult the executive committee of the college. If the appointment involves a person who may be expected to offer courses carrying graduate credit, the dean of the college shall consult the dean of the Graduate College, who shall have the right to make an independent recommendation to the chancellor, and to the president.

e. In determining appointments to, and salaries and promotion of the academic staff, special consideration shall be given to the following: *(1)* teaching ability and performance; *(2)* research ability and achievement; and *(3)* ability and performance in continuing education, public service, committee work, and special assignments designed to promote the quality and effectiveness of academic programs and services.

Section 4. Principles Governing Employment of Academic and Administrative Staffs

The following principles shall govern the employment of the academic and administrative staffs of the University.

a. The academic staff which conducts the educational program shall consist of the teaching, research, scientific, counseling, and extension staffs; deans and directors of colleges, schools, institutes, and similar campus units; editors, librarians, and such other members of the staff as are designated by the president and the chancellors.

b. The members of the academic and administrative staffs shall be employed, and salaries fixed, by the Board of Trustees, except that members of the academic staff below the rank of assistant professor may be employed by the president of the University, who shall report such appointments to the board.

c. Minimum salaries for the various ranks shall be determined by the Board of Trustees. The minimum for eleven months' service shall be approximately two-ninths greater than the minimum for the academic year.

d. The terms of employment for all members of the academic and administrative staffs shall be stated explicitly in the contract of employment.

e. The academic year shall consist of that period of the year so determined by the appropriate senate and approved by the appropriate chancellor, the president, and the Board of Trustees.

Section 5. Services Rendered The University

a. No person employed on a full-time basis on the instructional or administrative staffs of the University shall be assigned any other University work which does not naturally come within the scope of that person's duties, and for which additional compensation is to be paid, without the prior approval of the chancellor.

b. No person employed by the University shall have any interests incompatible with that person's obligations to the University.

c. Full-time employees shall not receive compensation for services with the University in excess of a normal schedule, except for a reasonable amount of instruction in continuing education and public service programs or for the grading of special examinations (outside regular course work) stipulated by the University, all to be done during off-duty hours. Exceptions may be made to this rule in special cases which are approved by the dean of the college of which the employee is a member, provided that if such additional payments exceed a nominal amount, the advance approval of the chancellor shall be secured. These exceptions shall be held to a minimum.

d. The responsibilities to the University of full-time members of the academic staff are fulfilled by the performance, appropriate to rank and terms of appointment, of teaching, scholarly research, continuing education and public service, and committee work and special assignments. Such staff members may carry on some professional or business activities of an

income-producing character, so long as such activities are compatible and not in conflict with University interests. The head of the department of which the employee is a member should know and approve of these activities outside the University.

Section 6. Leaves of Absence for Members of the Faculty

a. On the recommendation of the head or chair of a department with the concurrence of the dean of the college, or on recommendation of the dean or director of an independent campus unit, subject to approval by the chancellor, the president, and the Board of Trustees, a member of the faculty who has the rank of professor, associate professor, or assistant professor and who has served the University for the periods indicated below on full-time appointment as an assistant professor or in higher rank since the faculty member's original appointment or since the termination of that faculty member's last leave on salary, is eligible to apply for and may be granted a sabbatical leave of absence with pay for the purpose of study, research, or other pursuit, the object of which is to increase the faculty member's usefulness to the University. The following options are available:

(1) After completion of eight appointment years of full-time service:

Two semesters at 2/3 salary
or
One semester at full salary

(2) After completion of six appointment years of full-time service:

Two semesters at ½ salary
or
One semester at full salary

(3) After completion of three or four appointment years of full-time service, in cases where the interest of the department and the University would clearly be served thereby, and provided that granting of leave does not involve expense to the University in excess of the portion of salary which is released in consequence of taking such leave, the following options are available:

After three years: One semester at ½ salary

After four years: One semester at 2/3 salary

(4) Faculty on "Y" (11 month) appointments may be granted sabbatical leaves, subject to the other, general conditions of this section, as follows: After completion of nine years of full-time service, three-fourths of an appointment year at full pay; after completion of eight years of full-time service, one appointment year at two-thirds pay or two-thirds of an appointment year at full pay; after completion of six years of full-time service, one appointment

year at half pay or one-half appointment year at full pay; after completion of four years, one-half appointment year at two-thirds pay; after completion of three years, one-half appointment year at half pay or one-fourth appointment year at full pay.

b. In recommending a leave with pay according to any of the options provided above, it shall be understood by all recommending officers concerned that the department in which the applicant is teaching or working undertakes, so far as is practicable, to carry on during the applicant's absence without increase in the departmental budget, such part of the applicant's work as the interests of the department and of the University require to be continued without interruption during the period of absence.

c. Service credit for leave of absence with pay is not cumulative, unless otherwise provided for in special cases. Each person who has been on leave of absence shall, on the termination of the leave, make a report through the usual official channels of communication to the chancellor concerning the nature of the studies, research, or other work undertaken during the period of absence.

d. A member of the faculty to whom any such leave of absence has been granted shall agree to return to the University on the expiration of the leave and to remain in its service for at least one year thereafter; and the University, on its part, shall agree to retain the faculty member in its service for the period of one year after the faculty member's return.

e. Leaves of absence granted in accordance with the foregoing terms and conditions, with the privileges pertaining thereto, are given to members of the faculty primarily for the purpose of enabling them to acquire additional knowledge and competency in their respective fields. No one to whom a leave of absence with pay has been granted shall be permitted while on such leave to accept remunerative employment or engage in professional practice or work for which pecuniary compensation is received. This prohibition, however, shall not be construed to forbid a faculty member while on leave from giving a limited number of lectures or doing a limited amount of work. But, in such cases, the approval of the chancellor to the giving of the lectures or the doing of other work shall be required. Nor shall the prohibition be interpreted to forbid the acceptance by a faculty member, while on leave, of a scholarship or fellowship carrying a stipend for the purpose of study, research, or scientific investigation or the acceptance of a grant of money made for such purposes, provided that the acceptance of the grant does not impose on the recipient duties and obligations the performance of which would be incompatible with the pursuit of the general purpose for which leaves of absence are granted.

f. The president shall establish regulations and procedures necessary for the administration of these provisions and is authorized to make appropriate adjustments in the terms of leave with pay to ensure equitable benefits for members of the faculty in exceptional cases where special consideration is warranted.

g. Leaves of absence without pay. On the recommendation of the head or chair of a department with the concurrence of the dean of the college, or on the recommendation of the dean or director of an independent campus unit, a member of the faculty may be granted a leave of absence without pay by the chancellor for a period of one year or less. Such a leave may be

renewed in special circumstances ordinarily for not more than one year. Time spent on a leave of absence without pay does not ordinarily count toward the probationary period of a faculty member on definite tenure, nor does it ordinarily count as service in establishing eligibility for a sabbatical leave with pay, unless recommended and agreed upon in advance.

Section 7. Graduate Work of Academic Staff Members

No person shall be admitted to candidacy for an advanced degree in a department or division of the University who holds an appointment as professor, associate professor, or assistant professor in that department or division. Likewise, no person while engaged in graduate study shall be appointed to the rank of assistant professor or higher in the department or division of that graduate study.

A person in or accepting the rank of assistant professor or higher on a campus of the University may continue in or be admitted to advanced degree candidacy in a department or unit other than the person's appointing department or unit upon the special approval of the executive officer of each department or unit involved and the executive committee of the Graduate College.

Section 8. Privileges of Retired Members of the Academic Staff

a. retired staff member who is provided with research assistance shall, at the end of each academic year, report to the chancellor, in at least general terms, on the work accomplished during the year. In no case may a research assistant be provided to a retired staff member for a longer period than one year at a time, and such assistant may be continued only if the annual report of work shows progress or promise.

b. With the approval of the department head or chair and of the dean of the Graduate College and of the chancellor, a retired faculty member may offer conferences with graduate students if such retiree had offered similarly related graduate courses before retirement.

c. Retired faculty members may participate in meetings of their college or school faculties but shall have no vote.

Section 9. Dismissal of Administrative Officers

a. In the exercise of its authority to dismiss or request the resignation of administrative officers from their administrative positions, the Board of Trustees may take such action in respect to such officer prior to the expiration of the term for which the individual was appointed only after presentation by the board to the officer affected of a statement of the

reasons, accompanied by the facts in support thereof, upon which the proposed action is based, together with notice, served by registered mail, of the time and place of the hearing thereon which shall be not less than 30 days after the date of notice. A copy of the statement and notice shall be sent by registered mail to each member of the Board of Trustees at least 30 days prior to the hearing.

b. The officer shall have the right to appear at the hearing, with counsel if desired, to comment on the reasons and to present evidence. The board shall not be bound by formal or technical rules of evidence, and its decision shall be final.

c. In designating the effective date of dismissal or requested resignation, the board shall give due consideration to the time reasonably required for the adjustment of the officer's personal affairs.

Section 10. Nonreappointment of Academic Professional Staff

Notice of nonreappointment to the full-time academic professional staff, as defined in Article II, Section 5, shall be given as follows:

a. Except as provided in 10b and 10c below, written notice of nonreappointment shall be given by the Board of Trustees to academic professional employees in accordance with the following schedule:

Length of Full-Time Service to the University (in full appointment years completed)	Minimum Notice of Nonreappointment
Less than 4 years	6 Months
4 years or over	12 Months

b. Written notice of nonreappointment shall be given by the Board of Trustees to an academic professional employee on an appointment which notes that it is subject to receipt of funds in accordance with the following schedule:

Length of Full-Time Service to the University (in full appointment years completed)	Minimum Notice of Nonreappointment
Less than 4 years	2 Months
4 years completed	6 Months

plus 1 additional month for each additional full appointment year of service to a maximum of 12 months' notice

10 years	12 Months

c. Written notice of nonreappointment shall be given by the Board of Trustees to an academic professional employee who is the director of Intercollegiate Athletics or a coach of an intercollegiate athletic team in accordance with the following schedule:

Length of Full-Time Service to the University (in full appointment years completed)	Minimum Notice of Nonreappointment
Less than 4 years	3 Months
4 years or over	6 Months

d. In cases where the time remaining in the appointment year is less than the required minimum notice period, the notice of nonreappointment shall be accompanied by an offer from the Board of Trustees of a terminal contract for an additional appointment which will extend the current appointment through the period of minimum notice, viz., 2 months, 3 months, 6 months or 7-12 months.

e. Computation of length of service will be on the basis of continuous employment in campus academic administrative and professional positions (or similar service at the University level for employees of the central administration). On a case-by-case basis, credit may be given for all or part of their relevant experience in other University of Illinois positions.

f. Excepted from the above provisions are the following administrative officers: the president of the University; the chancellors and vice chancellors; the officers of the Board of Trustees who are University employees; other general officers of the University; and the deans, directors, heads, and chairs of academic units. Also excepted from the above provisions are academic professional staff whose title includes the terms "visiting," "acting," "interim," or "adjunct."

ARTICLE X. ACADEMIC FREEDOM AND TENURE

Section 1. Tenure of Academic Staff

a. Except under unusual circumstances evidenced by a special written agreement approved by the president of the University and the appointee, the tenure status for the academic ranks of professor, associate professor, and assistant professor shall be as provided in this

section. The parts of Article X, Sections 1a and 1b, hereof relating to the probationary period or indefinite tenure do not apply to academic ranks other than those mentioned in the preceding sentence; nor to appointments at any rank which involve no salary or obligation to render services; nor to appointments for fifty percent (50%) or less of full-time service at ranks other than professor or associate professor; nor to appointments for less than seventy-five percent (75%) of full-time service during any period when the appointee is a candidate for a degree at this University.

In the case of academic-staff positions authorized in Article IX, Sections 3c and 4a, other than the ranks of professor, associate professor, and assistant professor appointments shall be for not longer than one year and shall be renewable.

(1) An appointment as professor or associate professor shall be for an indefinite term, except that first appointments or temporary appointments may be made for shorter periods. An appointment at either of these ranks for fifty percent (50%) or less of full-time service shall be for an indefinite term at the specified percentage, except that such first appointments or temporary appointments may be for definite terms.

(2) During the probationary period defined in Article X, Section 1b(1), an appointment as assistant professor shall be for not more than two years.

(3) An appointment for an indefinite term may require full-time service, or some percentage of full-time service, by the appointee. Completion of a probationary period shall entitle the appointee to indefinite tenure status at the lowest percentage (more than 50%) of full-time service counted toward completion of the probationary period. An appointee for an indefinite term and the Board of Trustees may at any time agree in writing to increase or to decrease the percentage of full-time service to be required of the appointee, and the indefinite tenure status shall then apply to the new percentage of full-time service. An agreement that a full-time appointee for an indefinite term shall thereafter serve on a part-time basis shall specify either *(a)* that the appointment for an indefinite term will thereafter relate solely to service on the agreed part-time basis; or *(b)* that the appointee will return to full-time service for an indefinite term on a specified date.

These agreements are subject to modification by written consent of the appointee and the Board of Trustees. An appointee who has previously been on indefinite tenure status at this University shall not be required to serve a probationary period in order to regain that status.

This subsection, 1a(3), does not apply to sabbatical leaves of absence or to leaves of absence without pay.

(4) An appointment with the rank of clinical assistant, research assistant, or teaching assistant shall be for not longer than one year, and notice of nonreappointment is not required. Appointments at these ranks may be conditional upon the availability of funds if so specified in the notice of appointment.

(5) Appointments which include in the title the terms "adjunct," "clinical," or "visiting," as authorized in the first paragraph of Article IX, Section 3c, shall be for not longer than one year. Notice of nonreappointment is not required in such cases. An appointment with the rank of "lecturer" or "instructor" likewise shall be considered a temporary appointment for not longer than one year, and notice of nonreappointment is not required.

(6) An appointment with the rank of teaching associate, research associate, or clinical associate shall be for not longer than one year. In the case of nonsalaried appointees and all appointments at these ranks conditional upon the receipt of nonappropriated funds, if so specified in the notice of appointment, notice of nonreappointment is not required. Otherwise, written notice of nonreappointment of full-time employees at these ranks is required. The notice need not be accompanied by an offer of a terminal contract if the notice is given not later than six months before the end of an annual appointment or by March 1 in the case of an academic-year appointment; if notice of nonreappointment in such cases is given later than six months before the end of an annual appointment or after March 1 in the case of an academic-year appointment, it shall be accompanied by an offer from the Board of Trustees of a terminal contract for one additional year of service.

(7) The tenure of other special classes of academic staff members authorized under Article IX, Sections 3c and 4a, shall be governed by the conditions prescribed in the preceding subparagraph, 1a(6).

b. Upon the completion of a probationary period as hereafter defined, any reappointment shall be for an indefinite term, subject to the following:

(1) An appointee receiving a first contract for more than fifty percent (50%) of full-time service at this University as assistant professor enters a probationary period not to exceed seven academic years of service. Prior academic service at other academic (or equivalent) institutions may be counted up to a maximum of three years toward the fulfillment of the probationary period. The amount of any such service counted may be negotiated as may other terms of the appointment and shall be stated in the first appointment contract, as provided for all contracts for definite terms in subparagraph 1b(5) below. An initial appointment for a period of less than a full academic year ordinarily does not count toward the probationary period of a faculty member on definite tenure nor does it ordinarily count as service in establishing eligibility for a sabbatical leave with pay, unless recommended and agreed upon in advance.

(2) No appointment at the rank of assistant professor shall be for an indefinite term.

(3) An appointee for a definite term shall be given, no later than August 31 at the Chicago campus and August 20 at the Urbana-Champaign campus in the sixth year of the probationary period, either written notice offering appointment for an indefinite term or written notice of nonreappointment.

(4) At any time except during the last year of the probationary period, an assistant professor on a definite-term appointment may be given written notice of nonreappointment. Except in the case of an assistant professor who is in the first year of academic service at this University, *(a)* written notice of nonreappointment shall be given not less than twelve months before the expiration of the appointment; or *(b)* written notice of nonreappointment, if given less than twelve months before the expiration of the appointment, shall be accompanied by an offer from the Board of Trustees of a terminal contract for one additional year of academic service. In the case of an assistant professor on a definite-term appointment who is in the first year of academic service at this University, written notice of nonreappointment shall be given not later than March 1 and need not be accompanied by an offer of a terminal contract; if written notice of nonreappointment is given after March 1, it shall be accompanied by an offer from the Board of Trustees of a terminal contract for one additional year of service.

(5) The total amount of service counted toward completion of the probationary period, including both service at other institutions and prior service at this University, shall be stated in every contract for academic service for a definite term. In the event that an appointee for a definite term is not given notice of appointment for an indefinite term or notice of nonreappointment as required by subparagraph lb(3) above, but instead is given notice of reappointment for a definite term beginning after or extending beyond the expiration of the probationary period, such reappointment shall be for a term extending to the end of the academic year following the academic year in which either *(a)* the Board of Trustees gives the appointee written notice of nonreappointment as specified above in subparagraph lb(4), or *(b)* the appointee gives written notice to the dean or department head that the appointee is about to complete or has completed the probationary period, and either is or will be entitled to have any reappointment be for an indefinite term.

(6) An appointment for a definite term does not carry any guarantee or implication that the Board of Trustees will renew the appointment even though the duties of the appointee may have been discharged satisfactorily. An appointment for a definite term, if accepted, must be accepted with this stipulation.

c. Tenure may be terminated by *(1)* honorable retirement; *(2)* acceptance of resignation; *(3)* dismissal for due cause.

d. Due cause for dismissal shall be deemed to exist only if *(1)* a faculty member has been grossly neglectful of or grossly inefficient in the performance of the faculty member's University duties and functions; or *(2)* with all due regard for the freedoms and protections provided for in Article X, Section 2, of these ***Statutes***, a faculty member's performance of University duties and functions or extramural conduct is found to demonstrate clearly and convincingly that the faculty member can no longer be relied upon to perform those University duties and functions in a manner consonant with professional standards of competence and responsibility; or *(3)* a faculty member has, while employed by the University, illegally advocated the overthrow of our constitutional form of government by force or violence.

e. Proceedings seeking the dismissal before the expiration of the term of appointment of an appointee to the academic staff who is on definite tenure or of an appointee to the academic staff who is on indefinite tenure shall comply with the procedures described in the following provisions of this section:

(1) *Charges.* When it shall appear to the president that cause for the dismissal of an appointee may exist, the president shall consult with the Faculty Advisory Committee. The president, after such consultation, shall determine whether dismissal proceedings should be instituted. Charges looking to dismissal shall be preferred by statement in writing by the president or the president's designee and shall be filed with the clerk or secretary of the senate within thirty days after the consultation with the Faculty Advisory Committee. The statement shall be sufficiently specific reasonably to inform the appointee of the nature of the charges and enable the appointee to present a defense to them.

(2) *Service.* The clerk or secretary of the senate shall cause a copy of the statement of the charges and a copy of Article X, Sections 1 and 2, of the ***Statutes*** to be delivered to the appointee personally or mailed to the appointee's last known post office address by registered mail within five days after they have been filed with the clerk or secretary of the senate.

(3) *Request for Hearing.* Within fifteen days after such service of a copy of the statement of charges, the appointee may file with the clerk or secretary of the senate a request for a hearing before the Committee on Academic Freedom and Tenure of the appropriate campus; and within ten days after filing such request, the appointee shall file with the clerk or secretary of the senate a detailed written answer to the statement of grounds for dismissal. The clerk or secretary of the senate shall promptly transmit the statement of charges, the answer thereto, and the request for a hearing to the chair of the Committee on Academic Freedom and Tenure, and copies of the answer and request for a hearing to the president.

(4) *Notice of Hearing.* Notice of the time and place of the hearing before the Committee on Academic Freedom and Tenure, which hearing shall be not less than twenty days after the filing of the appointee's request, shall be delivered on the same date to the appointee and the president, either personally or by registered mail. The date of the hearing shall be not less than fifteen days from the date of such delivery or of such mailing of the notice of hearing.

(5) *Hearing.* At the time and place fixed, the Committee on Academic Freedom and Tenure shall hold a closed hearing on the charges. No member of that committee shall sit in a case that involves a colleague of that committee member's department, school, institute, or division, whichever represents the smallest administrative unit, nor shall a member sit in a case if the member has previously acted on another committee while it considered the pending matter. A majority of the members of the committee shall constitute a quorum for the conduct of the hearing, and the chair of the committee may appoint another member of the committee to preside over the hearing. If vacancies occur, as many members as are necessary to constitute a quorum shall be appointed in accordance with the bylaws of the appropriate senate. Except as hereinbefore or hereinafter provided, the hearing shall be conducted according to such rules as the committee may from time to time establish. The committee shall not be bound by

technical rules of evidence, but all findings, conclusions, and recommendations of the committee shall be supported by, and be in accord with, substantial evidence. The appointee shall be entitled to be present at all sessions of the committee when evidence is being received and to be accompanied by an adviser of the appointee's choice who may act as counsel. Likewise, the president or the president's designee, together with counsel if the president desires counsel, shall be entitled to be present at all sessions of the committee when evidence is being received. Each party shall have the right within reasonable limits to question witnesses and, when all the evidence has been received, to make an argument in support of its position, either in person or by counsel. A full stenographic transcript shall be made of the hearing unless both parties agree to the making of a record in a briefer form.

(6) *Findings, Conclusions, and Recommendations.* Following the conclusion of the hearing, the committee shall promptly make its explicit findings of fact on each charge, its conclusions, and its recommendations. Reasonable opportunity shall be given to each party to file a written statement setting forth objections to these findings, conclusions, and recommendations and setting forth the grounds for such objections. A copy of one party's objections shall be given to the other party. The originals of the findings, conclusions, and recommendations, and of the hearing transcript shall be forwarded by the committee to the president, and copies shall be promptly transmitted by the committee to the appointee.

If ultimately the appointee requests a hearing before the Board of Trustees, the originals or copies of the statement of charges filed by the president or the president's designee with the clerk or secretary of the senate, the request for a hearing, the answer to the statement of charges, the notice of the time and place of hearing, the transcript or briefer record of the hearing, any exhibits received in evidence, the findings, conclusions, and recommendations of the committee, and any objections to such findings, conclusions, and recommendations, shall constitute the record before the Committee on Academic Freedom and Tenure to be submitted to the board. The record shall be available to the Board of Trustees, to counsel for the appointee, and to counsel for the University, but shall not be available to other persons prior to the hearing before the board. If the committee recommends that charges be dropped and the president concurs, the case shall be considered closed.

(7) *Hearing by Board of Trustees.* Within thirty days after transmittal of the findings, conclusions, and recommendations of the Committee on Academic Freedom and Tenure, or, if the appointee filed no request for a hearing before that committee, within fifteen days after the expiration of the period specified in subparagraph 1e(3) for the filing of such a request, the president may cause the charges to be filed with the secretary of the Board of Trustees along with the findings, conclusions, and recommendations, if any, of the Committee on Academic Freedom and Tenure and the record of the hearing before the committee, if one was held. Notice of such filing of charges shall be delivered to the appointee personally or shall be mailed to the appointee by the secretary of the Board of Trustees by registered mail within five days after such filing. Within ten days after such delivery or mailing of notice of the filing of the charges with the secretary of the Board of Trustees, the appointee may file with the secretary of the board a written request for a hearing before the Board of Trustees. Notice of the time and place of the hearing, which hearing shall be not less than twenty days after the date of the filing of the appointee's request, shall be delivered to the appointee personally or mailed to the

appointee by registered mail. The date of the hearing shall be not less than fifteen days from the date of such delivery or mailing of the notice of hearing to the appointee. The appointee shall have the right to appear at the hearing, with counsel, if desired, to reply to the charges and to present evidence. Counsel for the University shall represent the University administration at the hearing and shall have the right to present evidence in support of the charges. The board shall not be bound by technical rules of evidence in hearing and deciding the case.

The board will give due consideration to the findings, conclusions, and recommendations of the Committee on Academic Freedom and Tenure, and the remainder of the record relevant to the charges before said committee, and in all cases where a report was made by the committee will invite a member of the committee designated by its chair to attend the hearing and make a statement before the board.

If the board concludes that the appointee should be dismissed or asked to resign, the effective date of such dismissal or resignation shall not be less than one year from the date of the board's decision unless the board, in its discretion, determines that an earlier effective date is justified by the gravity of the appointee's conduct in question.

(8) *Reassignment of Duties.* Under exceptional circumstances, and when such action is clearly necessary and justified, the president may direct that a faculty member be relieved of some or all of the faculty member's University duties and functions and reassigned to others, without prejudice and without loss of compensation, pending the final decision of the case, subject to the following provisions: *(a)* the president may reassign duties before the filing of any charges only after giving notice to the chair or, in the absence of the chair from the . University, to some member of the Faculty Advisory Committee, that the president believes that cause for dismissal may exist; *(b)* if the president reassigns duties after so giving notice to the chair or some member of the Faculty Advisory Committee, such reassignment shall terminate within thirty days after that committee has made its recommendations to the president unless the president initiates dismissal proceedings by the filing of charges for dismissal within that thirty-day period; and *(c)* if the president initiates dismissal proceedings by filing charges for dismissal, the president may reassign duties or extend a previous reassignment of duties until the termination of those proceedings or until the effective day of dismissal if the proceedings should result in dismissal.

(9) *Publicity.* So far as possible public statements about a case under consideration should be avoided until completion of the proceedings.

Section 2. Academic Freedom

a. It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication and to protect any member of the academic staff against influences, from within or without the University, which would restrict the member's exercise of these freedoms in the member's area of scholarly interest. The right to the protection of the University shall not, however, include any right to the services of the university

counsel or the counsel's assistants in any governmental or judicial proceedings in which the academic freedom of the staff member may be in issue.

b. As a citizen, a faculty member may exercise the same freedoms as other citizens without institutional censorship or discipline. A faculty member should be mindful, however, that accuracy, forthrightness, and dignity befit association with the University and a person of learning, and that the public may judge that person's profession and the University by the individual's conduct and utterances.

c. If, in the president's judgment, a faculty member exercises freedom of expression as a citizen and fails to heed the admonitions of Article X, Section 2b, the president may publicly disassociate the Board of Trustees and the University administration from, and express their disapproval of, such objectionable expressions.

d. A staff member who believes that he or she does not enjoy the academic freedom which it is the policy of the University to maintain and encourage shall be entitled to a hearing, on written request, before the Committee on Academic Freedom and Tenure of the appropriate University senate. Such hearing shall be conducted in accordance with established rules of procedure. The committee shall make findings of facts and recommendations to the president and, at its discretion, may make an appropriate report to the senate. The several committees may from time to time establish their own rules of procedure.

ARTICLE XI. STUDENT AFFAIRS AND DISCIPLINE

Section 1. Student Affairs

a. The senates shall be responsible for the development of appropriate recommendations regarding policies on student affairs at their respective campuses. Each senate shall ensure the opportunity for substantial student involvement in the development of these recommendations.

b. Upon recommendation of the chancellor and the president, the Board of Trustees may appoint annually a vice chancellor or other officer who shall have general supervision over those services provided on that campus to assist students in their personal and social development. The responsibility and authority of this officer shall be determined by the campus chancellor. On the occasion of each appointment of any such officer, the chancellor shall seek the advice of the executive committee of the campus senate. The executive committee shall ensure the opportunity for substantial student involvement in the development of its advice.

c. Under the general supervision of the officer provided for in Subsection lb above, the Graduate College, the College of Law, and the College of Veterinary Medicine shall be

responsible respectively for the supervision of student affairs, excluding discipline, in those colleges.

Section 2. Student Discipline

a. Each senate shall establish a committee or other body concerned with student discipline. This body may appoint one or more subcommittees on which, unless the senate determines otherwise, there shall be voting student representatives. These subcommittees shall have original jurisdiction to hear and render decisions in all disciplinary cases, unless the body determines to exercise original jurisdiction. The decision of a subcommittee not appealed to the body shall be final. The body shall hear and take action for the senate in cases in which it exercises original jurisdiction and in cases appealed to it from its subcommittees. The body shall formulate and adopt, after consultation with the legal counsel, disciplinary and hearing procedures which shall be followed in all undergraduate student disciplinary proceedings. In hearing and deciding any appeal, this body may conduct a hearing de novo or may act solely upon the record in the case before the subcommittee as the body, in its discretion, may determine.

b. Discipline for students enrolled in graduate and graduate-professional colleges shall be administered by this body which, after consulting the dean of the college concerned, shall appoint a subcommittee on discipline for the students enrolled in that college. These subcommittees are to act in accordance with the provisions of Article XI, Section 2a.

c. In disciplinary proceedings stemming from group infractions involving more than one category of student (undergraduate, graduate, professional), the hearing and review bodies as well as the procedures employed shall be common to all categories of students involved.

ARTICLE XII. RESEARCH AND PUBLICATION

Section 1. Sponsored Research, Gifts, and Grants

a. It is the policy of the University to encourage research on the part of all persons and groups within the several faculties. Such encouragement includes the endorsement and support of acceptable proposals for outside contracts or grants.

b. Such outside support must be integrated with the regular educational and research functions of the University. The acceptance of contracts or grants involves substantial indirect costs, physical plant operating costs, and the use of departmental, college, and general University facilities. Funds to meet these indirect costs must be provided either by the sponsors or by tax

funds. In the latter case, because such activities come into direct competition for funds with other interests within the University, careful consideration shall be given the acceptance of such contracts.

Section 2. Patents on Inventions

The results of research or development carried on at the University by any of its faculty, employees, students, or other users of its facilities and having the expenses thereof paid from University funds or from funds under the control of the University, belong to the University and are to be used and controlled in ways to produce the greatest benefit to the University and to the public.

An inventor whose discovery or invention is subject to the conditions of the previous paragraph is required to disclose the discovery or invention to the University and may be required to patent the discovery or invention and to assign the patent to the University, the expenses connected therewith to be borne by the University.

This section shall not apply to questions of ownership of inventions made by members of the staff outside of their regular duties and without the use of University funds or funds under the control of the University and without the use of University facilities.

Section 3. Scientific and Scholarly Publications and Creative Work

It is the policy of the University to foster the publication of scientific and scholarly periodicals which are edited, published, and subsidized by the University. It is further the policy of the University that authors and artists who are members of the academic ranks recognized in Article IX, Section 3, may copyright their works except works specifically commissioned by the University in writing and works prepared under terms of a University grant or contract which provides otherwise.

Section 4. Rules about Research, Patents, and Publications

The General Rules Concerning University Organization and Procedure shall contain rules and regulations governing patents, copyrightable works, recordings, sponsored periodicals, and the acceptance of contracts, gifts, and grants for research, and the procedures to be followed.

Proposed changes in these ***General Rules*** related to patents, copyrightable works, or recordings shall be sent to the University Senates Conference which shall move as expeditiously

as practicable and, if necessary, reconcile the views of the senates and advise the president and, through the president, the Board of Trustees before such a rule change is adopted.

ARTICLE XIII. GENERAL PROVISIONS

Section 1. Exchange Professors

On the recommendation of the head or the chair of a department and with the approval of the dean, the chancellor, the president, and the Board of Trustees, a professor, associate professor, or assistant professor may be permitted, for a period of not more than one year, to exchange positions with a professor of approximately equal rank in another university, provided the arrangement does not involve substantial increase in the cost of instruction. The professor with whom the exchange is made shall, during the period of service to this University, be subject to the rules governing appointments and conditions of service applicable to regular members of the faculty.

Section 2. Privileges for Scholars from Other Universities

The chancellors of the University may extend the privilege of working, without charge, in the various laboratories or libraries of the University to members of the faculties of other colleges or universities, provided that they are recognized as authorities in their respective fields and come to the University with written credentials from the faculties of their institutions, or from their governments, asking that they be received as guests.

Section 3. Annual Reports

On or before the first day of September in each year, each dean and director, and the chief executive officer of each department or equivalent unit on each campus, shall make to the chancellor an annual report, treating fully the work of the college, school, institute, division, or department. Any of these officers may make reports or advance suggestions at any time and shall report to the chancellor and to the president whenever requested to do so. Officers of the central administration of the University and chancellors shall make such reports as the president shall require.

Section 4. Reports and Communications

a. Members of the academic staff have the obligation to respond to requests for information from the Board of Trustees and from administrators to whom they have responsibilities. Ordinarily, intermediary administrators should be made aware of these requests. Unless the requestor has directed otherwise, a written response shall be transmitted through and by the intermediary administrators so that they may be properly informed and may comment. If the response contains recommendations, the staff member shall be informed of all comments with respect thereto and may append additional comments to the recommendations.

b. Academic staff may initiate direct communication with any member of the administration. Ordinarily, intermediary administrators shall be kept informed about such communications so that they may be properly informed and may comment. Whenever appropriate, the academic staff member shall be informed of all comments and may respond to them.

c. Proposals which originate from academic units, as enumerated in Article VIII, shall be promptly considered and transmitted to the final authority through and by appropriate intermediaries. Academic units affected by the proposal shall be kept informed of comments, revisions, and recommendations by intermediary authorities so that they may respond to them.

d. All communications from members of the staff to be presented as part of the agenda at a meeting of the Board of Trustees or transmitted to the Board of Trustees or any committee thereof shall first be presented to the chancellor, where appropriate, and to the president for their examination, comment, and recommendation. Whenever appropriate, the staff member shall be informed of all such reactions and may respond to them.

Section 5. Rules of Procedure

Unless otherwise specified by a deliberative body of the University, the latest revision of Robert's Rules of Order shall govern.

Section 6. Recommendations of Committees and Councils

Whenever these ***Statutes*** provide for the advice or recommendations of a committee or council as a basis for, or aid to, officer or agency decision, the advice or recommendation shall be secured only through a meeting of the committee or council duly convened in group session.

Section 7. Reservation of Powers

The Board of Trustees is charged by law with full responsibility for administering the University. Although the board may properly delegate authority to its duly designated officers and agencies, as indeed it has done since the establishment of the University in practical recognition of its own limitations to determine and resolve, in the first instance, complex and continuing problems of internal organization and educational policy, it cannot divest itself of the ultimate responsibility, imposed upon it by law, of governance of the University. Accordingly, the board expressly reserves to itself the power to act on its own initiative in all matters affecting the University, notwithstanding that such action may be in conflict or may not be in conformance with the provisions of these ***Statutes***. However, the board will not so act upon its own initiative in any case in which senate participation and recommendation is provided for by these ***Statutes*** until it has first sought the advice and recommendation of the appropriate senate, or senates, and the president.

Section 8. Amendments

a. *Initiation by a Senate.* Each of the senates by vote of a majority of all members present and voting at a regular or special meeting may propose amendments to these ***Statutes***. No final senate action shall be taken on a proposed amendment until the next meeting following the one at which it was introduced. The secretary of a senate shall notify the secretary of the other senate and the secretary of the University Senates Conference of the text of a proposed amendment promptly after the meeting at which it is introduced. The proposed amendment shall be referred to the University Senates Conference for its consideration and transmission to the other senates for action; the conference may append its comments and recommendations.

The proposed amendment shall be placed promptly on the agenda of the other senate. If the senate acts affirmatively on the proposed amendment and concurs as to its text, the conference shall send the proposed amendment to the president for transmission to the Board of Trustees; the conference may append its comments. If the senates do not agree as to the proposed amendment, the conference shall endeavor to promote agreement of the senates; where agreement cannot be effected within a reasonable period of time, the conference shall send the proposals of the senates and its own recommendations to the president for transmission to the Board of Trustees and shall simultaneously notify the senates of its action. Either senate may record and send its further comments to the president for transmission to the Board of Trustees.

b. *Initiation by the Board of Trustees.* The Board of Trustees may initiate proposals to amend the ***Statutes***, but the board shall not finally adopt any such proposal without first seeking the advice of the president, the senates, and the University Senates Conference. Any proposal to amend the ***Statutes*** which is initiated by the Board of Trustees shall be transmitted through the president to the University Senates Conference and transmitted by the conference, with its recommendations, to the senates for consideration and advice. The proposed amendment shall be placed promptly on the agenda of each of the senates. If the senates do not agree in their

advice concerning the proposed amendment, the conference shall endeavor to promote agreement; where agreement cannot be achieved within a reasonable period of time, the conference shall send the advice of the senates and its own recommendations to the president for transmission to the Board of Trustees and shall simultaneously notify the senates of its action. Either senate may record and send its further comments to the president for transmission to the Board of Trustees.

c. An amendment shall become effective when approved by the Board of Trustees or at such later time as the board may specify.

UNIVERSITY OF ILLINOIS-URBANA
3 0112 078425052